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20 March 1968

MEMORANDUM FOR: Assistant Deputy Director for Support
THROUGH : Chief, Support Services Staff
SUBJECT : Review of Agency Records Storage Problem

1. As requested, we have recapitulated several points from the Records Program Briefing of Wednesday, 13 March 1968 and attached them to this memorandum as Background details. The following is a summarized list of the 12 recommended actions divided into two problem areas as presented at the Briefing:

A. RECORDS PROGRAM PROBLEMS AND RECOMMENDATIONS

(1) THE AGENCY HAS AN ACTIVE RECORDS RETIREMENT EFFORT WITHOUT A COMPARABLE EFFORT TO CONTROL THE RECORDS CREATION AND MAINTENANCE.

A revitalized, full-time, and Total Records Program as prescribed in HR [REDACTED] must be the re-stated Agency policy. This admonishment should come from as high in the management structure as possible.

(2) THE PRESENT RECORDS MANAGEMENT PERSONNEL ACROSS THE AGENCY INCLUDE TOO MANY PART-TIME AND INADEQUATELY TRAINED INDIVIDUALS FOR SO ENORMOUS, EXPENSIVE, AND SERIOUS AN AGENCY PROBLEM.

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The requirements and responsibilities for component participation as stated in HR [REDACTED] paragraph 1d (2) should be reiterated to all of Agency management. The responsibilities and duties of a records officer for a Total Records Program are full-time. The benefit of his effort will be in proportion to his records or management knowledge and the scope of the Records Program in his component.

(3) PROJECT PLANNING DOES NOT GENERALLY INCLUDE PLANS OR FUNDS FOR RECORDS RETENTION.

All Planning, Organizing, and Budgeting must be extended to include provisions for active and inactive records. A Records Officer should be included as early as possible in the re-organization or development work concerning projects, offices, or other activities that will generate or involve any bulk of records or paper-work.

(4) THE AGENCY IS EXPANDING TECHNOLOGICALLY WITH A RESULTANT INCREASE IN RECORDS PRODUCTION.

To improve our control of records disposition we must establish stricter standards and greater management for records creation and filing systems.

An Agency Records Committee composed of the Agency Records Administration Officer and the Senior Records Administration Officers of each Directorate should be established to study Agency records problems and to exchange and develop better records techniques.

The planning of new automated records systems should include the component Records Management Officer. He should be informed of the development and objectives of such proposed automated systems that will have a bearing upon the component's records.

(5) ANY PROGRAM NEEDS THESE THREE ELEMENTS: AUTHORITY, IMPLEMENTATION, AND FOLLOW-UP. OUR RECORDS PROGRAM HAS EACH, BUT EACH NEEDS GREATER ACCEPTANCE TO FUNCTION SUCCESSFULLY.

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Our Regulation [REDACTED] is authoritative and encompasses the Program -- but it needs periodic reiteration and endorsement.

Our Implementing Personnel need some satisfying recognition and a Records Career Service or specified position standards to equalize the requirements and rewards in proportion to the component workload.

The Decentralized Records Program needs an official follow-up procedure such as an annual review of component Programs with reports thereon. Semi-annual meetings, periodic visits, and day to day support by the Central Records Staff must have greater significance to be considered Program Management.

B. RECORDS STORAGE PROBLEMS AND RECOMMENDATIONS

(1) The Records Center is filled to capacity and additional storage space must be provided. The following six alternatives were studied in an effort to avoid building construction:

(a) Installing motorized shelving in the existing Records Center. Equipment now on the market could increase the capacity 28% (or 27,290 cubic feet), at a cost of \$772,000. This was considered too costly and the capacity gain inadequate.

(b) Use of other buildings or facilities of the Agency. All were found either unavailable or unsuitable. Consideration included the Headquarters basement, [REDACTED]

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(c) Rental of new space. This rental and necessary security alterations is more expensive than construction and will fragment the operation, thereby requiring more guards and additional service personnel.

(d) Accelerated records disposal. The 55,000 cubic feet removed from the Center during the past five years leaves an average of 1,200 feet now scheduled for each of the next five. Further disposal review by each component is recommended in (2) (b) below.

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(e) The possibility of microfilming a selected half of the Records Center contents. This was calculated as a 3-year project that would cost as much as construction.

(f) The possibilities of relocating or transferring portions of the records were considered and rejected as follows:

(1) Send the 6,000 feet of Archives to National Archives. In 1959 the Director ordered all Agency Archives removed from National Archives.

(2) Send 9,000 feet of Vital Records to the

is the Agency Relocation Site where the Vital Records are to be used in an emergency.

(3) Return 20,000 feet and the Supplemental Distribution function to DDI or Printing Services. Neither component has the space or manpower necessary and the transfer would not benefit the Agency.

(4) Store 66,000 cubic feet of inactive Office files in the Federal Records Centers as do the Department of Defense, Department of State, and Atomic Energy Commission. The difficulty experienced with the Special Compartmentation, Security, and personnel arrangements required for our temporary use of Suitland demonstrated the unlikelihood of a general transfer of our Office records to the custody of GSA Federal Records Centers.

(2) THE RECOMMENDED RECORDS STORAGE ACTIONS ARE:

(a) The Director should be requested to announce his interest in better Records Management in all Agency components with particular and immediate attention to their deposits of inactive records in the Center.

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(b) The Deputy Director for Support should transmit computer listings of current Records Center deposits to each Directorate requesting their close scrutiny to eliminate obsolete papers and to tighten disposal time schedules for other files.

(c) The Central Records Staff should conduct an orientation conference on the requirements of records retention with emphasis on historical and archival record keeping. Invite all Agency historians and Records Officers. This will require from top management policy and procedure statements concerning our historical requirements.

(d) The Central Records Staff should implement a "Records Retention Plan" announcing "Offices of Record" and stipulating the various types of documents and records for which specific offices are responsible, thereby releasing others from filing and making duplicate records retirement deposits.

(e) The foregoing can be expected to extend only temporarily the capacity-life of the Records Center. Further, the storage arrangements with the Federal Records Center at Suitland will expire in December 1970, at which time we must recall some 25,000 cubic feet of Agency records located there. Finally, no immediate technological records storage relief can be expected in the near future. The state-of-the-art of the micro-miniaturization technology does not promise any practical application within the next five years. Neither may we expect the component use of computers to reach sufficient sophistication to eliminate quantities of paper records within the next five years. Therefore, it is recommended that construction of additional storage space, possibly contiguous to the Records Center at [REDACTED] be considered, programmed, and budgeted for no later than Fiscal Year 1970.

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(f) The Office of Logistics should be requested to proceed immediately with a Feasibility Study and to provide details and cost comparison estimates for various methods of such construction. The findings should include such other construction alternatives in the Headquarters area or at [REDACTED] that appropriately relate to the provision of space to store Agency records.

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(g) Funds should be set aside as soon as practicable for the Logistics Feasibility Study (\$6,000). Also, funds will be needed and should be set aside for the Architect and Engineering Contract, Title I--Design (\$36,000) if the Study findings recommend a construction proposal that is approved. Finally, the 1970 Budget should include approximately 1.2 million dollars to provide for the storage of Agency records.



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CIA Records Administration Officer

Attachments:

**Records Program Background with
TABS A through K as indicated**

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